

Dear Industry Partners,

Please see within these pages the Statement of Work (Draft) for the BAISS Contract. We believe this encompasses the full staffing requirements of Army headquarters and installation headquarters organizations within the CONUS, to include Hawaii and Alaska. Additional requirements for contract specialists, legal clerks, legal assistants, quality assurance personnel, chaplains assistants and administrative personnel for Inspector General offices CONUS-wide are also anticipated for this requirement but are not clearly defined yet in this SOW. Another update to this SOW will be forthcoming soon. I encourage you all to review the document and provide your questions and comments to me at the following email address:

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Be sure to include in the subject line “**Comments on BAISS SOW**”. Due to the large number of responses anticipated, messages without this in the subject line may potentially be ignored. Maximum input and feedback from industry is desired.

Remember....

All data contained herein is for information purposes only, and is subject to change. In the event of discrepancy between the information shown on this document and the actual solicitation documents, the actual solicitation documents and amendments thereto shall govern

BRAC Augmentation and Implementation Support Services (BAISS)

STATEMENT OF WORK (Draft)

24 August 2006

1. PURPOSE

The purpose of this Statement of Work (SOW) is to obtain support services for Army installations and Army headquarters organizations in the continental United States to develop and implement Base Realignment and Closure (BRAC) initiatives, and to enable mission execution while implementing BRAC directives.

2. OVERVIEW

Today's defense infrastructure is the collective and tangible legacy of decades—even generations—of decisions on defense installations. Today, the armed forces and the Department of Defense (DoD) are the stewards of installations ranging from some built originally to defend our harbors during the age of sail, to others defending against intercontinental ballistic missiles. Neither the DoD, or the American taxpayer, can afford to support unneeded infrastructure at the expense of funding for supplies and equipment for our servicemembers. The base closure and realignment (BRAC) process is a systematic, rational process designed to bring our nation's military infrastructure into line with the needs of our armed forces, not only by reducing costs and closing unneeded installations, but also by facilitating the transformation of our armed forces to meet the challenges of the new century. The BRAC process created by Congress establishes clear criteria for DoD evaluation of, and recommendations for, the closure of military installations, to be followed by an assessment of those DoD recommendations by an independent commission. The President and then the Congress have the option of accepting or rejecting the Commission's report, in its entirety. Under law, neither the President nor the Congress can pick and choose from the Commission's report.

The purpose of the BRAC process was to achieve several key objectives:

- better integrate active and reserve units;
- rearrange military forces to be able to act around the globe (Integrated Global Presence and Basing Strategy, IGPBS);
- make the military more flexible and agile;
- improve cooperation between military service branches while training and fighting (making the services more "Joint"); and,
- convert unneeded resource capacity into warfighting capability.

The Army's BRAC analysis unit, The Army Basing Study (TABS) Group, assessed the Army installations and made recommendations for realignment and closure consistent with DoD's Force Structure Plan, the installation inventory, specified selection criteria, and the BRAC statutes in order to meet the above DoD BRAC objectives. TABS Group was focused on establishing a streamlined portfolio of Army installations with optimized Military Value and a

significantly reduced cost of ownership that facilitates transformation, Joint operations, and Joint business functions. Additionally, the TABS Group needed to establish a list of installations that accommodates the rebasing of overseas units within CONUS (IGPBS) and divests the Army of installations that are no longer relevant and are less effective in supporting a Joint and Expeditionary Army.¹

Results of the analysis were the basis for the Army's recommendation to the BRAC Commission and, after review by the Commission, the Army recommended 12 major installation closures and 6 major realignments among other realignments and closures of Army National Guard/Reserve and civilian agency facilities. The President sent the report to Congress on September 9, 2005 and Congress allowed the list to go in effect November 9, 2005. By statute, the Army must complete all closures and realignments by September 15, 2011 in order to realize a 20-year net savings of \$28 Billion. Not only must the Army meet the schedule timeline to save the projected \$28 Billion, but the Army must also manage the anticipated expenditure of \$9.963 Billion to \$12.8 Billion to implement BRAC. The implication here is Army installations and headquarters organizations are required to provide very attentive management of implementation activities to control costs and realize promised BRAC savings.

3. SCOPE OF SERVICES

Headquarters organizations in the both the operational and the institutional Army, as well as installation organizations, are pivotal to the planning, management and execution of BRAC mandates. These organizations are responsible for planning for BRAC and overseeing the implementation of BRAC, while continuing their support of the overall Army mission. One key challenge to implement BRAC facing these organizations will be the unpredictable flow of the military and civilian workforce until BRAC is completed in September 2011. Although the exact impact of BRAC on the military and civilian workforce for Army headquarters and installation organizations is difficult to quantify, temporary personnel shortages are inevitable. The expected personnel shortages stem primarily from the civilian workforce as these personnel have the flexibility to remain in their current locations and may choose not move to the new BRAC-directed location, or may elect to seek other positions within the Government. Shortages are also expected to occur in the military workforce at the current (pre-BRAC) installation when orders are given to "pre-position" military personnel at the gaining installation. Organizations may experience these personnel shortages at any point during the transition or may require expertise beyond the capabilities of their staff. To satisfy interim requirements, contractor support is required. This support is classified as temporary in nature, and will not endure over extended periods, or replace or augment existing contractor support awarded to satisfy sustained mission support requirements. Services required will generally fall into the two primary categories listed below:

a. Interim Mission Support (Staff Augmentation): Army headquarters and installation staffs throughout the United States will require assistance in performing the day-to-day mission of the organization while the military and civilian workforce is transitioning to the new location. Assistance required could be anything from providing support for organizational policy development and decision-making to program/project management or general office

¹ Army BRAC 2005 Strategy and Recommendations, Jun 05

administration. Support in this area would augment the staffs of Army headquarters or Installations/Garrisons to perform their normal core functions.

b. Implementation Support (BRAC Implementation): Army headquarters and Installation staffs will require assistance in performing tasks that are specific to implementing the BRAC statute. Assistance required in this area involves support in planning, managing and controlling the organizational resources (personnel, property, and equipment) during the transition to the new installation or receiving forces from overseas. Support in this area is considered different from Mission Support because the tasks performed involve assistance in implementing BRAC, which is a temporary, non-core function of the various Army headquarters and installations. Contractor assistance in this area means contractor personnel are “action officers” for the different BRAC “cells”: Special offices in Army headquarters and installations that are charged with the day-to-day responsibility of implementing BRAC.

4. TASK AREAS

The contractor shall provide qualified personnel and travel services at the current or future installation to provide BRAC implementation and mission support in the following task areas shown below. Support required will be within the Continental United States to support organizations and installations during peace time, contingency operations and war. Support provided may be on a full-time, part-time, or project-related basis. See paragraph 5 “Limitations” for services that are not included in these task areas.

- Task Area 1: Personnel and Human Resources Support
- Task Area 2: Intelligence, Operational Security, Facility Security Support
- Task Area 3: Operations and Training Support
- Task Area 4: Logistics Support
- Task Area 5: Civil Military Operations and Host Nation Planning
- Task Area 6: Communications, Electronics and Information Technology
- Task Area 7: Construction and Facilities Planning and Management Support
- Task Area 8: Resource Management and Finance
- Task Area 9: Military Community Activities Support
- Task Area 10: Public Affairs and Public Relations
- Task Area 11: Organization-wide Management Support for BRAC Implementation

4.1 Task Area 1: Personnel and Human Resources Support

4.1 Provide interim, short-term mission critical Personnel and Human Resources Support services during and after the BRAC transition that include but are not limited to the following:

- Assist the Government by providing information on matters pertaining to Personnel and Human Resources plans and operations that support the organization’s relocation to the new BRAC installation (Implementation Support); information provided has the potential for eventual presentation to the organization’s commander/director and includes BRAC planning information and documentation, assisting with staff budget development

associated with BRAC, BRAC milestone development, BRAC milestone tracking and BRAC-related briefing support for Personnel and Human Resources issues.

- Assist the Government by providing information on matters pertaining to Personnel and Human Resources plans and operations that support the organization's mission during the BRAC transition (Mission support); information provided has the potential for eventual presentation to the organization's commander/director and includes Personnel and Human Resources related mission planning information and documentation, assisting with Personnel and Human Resources staff budget development, and the development of Personnel and Human Resources related reports and briefings.
- Assist the Government in monitoring the execution of the organizational commander's/director's decisions and policies on Personnel and Human Resources matters related to BRAC or related to the organization's mission.
- Assist the Government in conducting assessments of the impacts of BRAC on the Personnel and Human Resources functions of the organization and the implications of those impacts; assist the Government develop mitigation plans to overcome shortfalls or weaknesses identified in the assessments.
- Provide staff coordination within and outside of the organization on all Personnel and Human Resources matters related to BRAC or the organization's mission; process, analyze and disseminate Personnel and Human Resources information related to BRAC or the organization's mission to other organizational staffs or offices within and outside of the organization as directed and approved by the Government.
- Assist the Government with required Personnel and Human Resources staff administrative procedures for creating, storing, recording, routing, and maintaining of briefings, reports, and other documents in both electronic and paper forms as required to support the organization's mission or to support the organization's implementation of BRAC.
- Conduct training on the organization's automated and manual Personnel and Human Resources processes, systems and procedures as required for the purpose of increasing the proficiency of the organization's new federal civilian employees and military servicemembers on those processes, systems and procedures.
- Conduct Personnel and Human Resources research using automated and manual processes, systems, and procedures to provide Personnel and Human Resources information to the organization that support the organization's decision-making processes related to BRAC or the organization's mission.

4.2 Task Area 2: Intelligence and Security Support

Provide interim, short-term mission critical Intelligence and Security Support services for organizational operations or facilities during and after the BRAC transition that include but are not limited to the following:

- Assist the Government by providing information on matters pertaining to Intelligence and Security plans and operations that support the organization's relocation to the new BRAC installation (Implementation Support); information provided has the potential for eventual presentation to the organization's commander/director and includes BRAC planning information and documentation, assisting with staff budget development

associated with BRAC, BRAC milestone development, BRAC milestone tracking and BRAC-related briefing support for Intelligence and Security issues.

- Assist the Government by providing information on matters pertaining to Intelligence and Security plans and operations that support the organization's mission during the BRAC transition (Mission support); information provided has the potential for eventual presentation to the organization's commander/director and includes Intelligence and Security related mission planning information and documentation, assisting with Intelligence and Security staff budget development, and the development of Intelligence and Security related reports and briefings.
- Assist the Government in monitoring the execution of the organizational commander's/director's decisions and policies on Intelligence and Security matters related to BRAC or related to the organization's mission.
- Assist the Government in conducting assessments of the impacts of BRAC on the Intelligence and Security functions of the organization and the implications of those impacts; assist the Government develop mitigation plans to overcome shortfalls or weaknesses identified in the assessments.
- Provide staff coordination within and outside of the organization on all Intelligence and Security matters related to BRAC or the organization's mission; process, analyze and disseminate Intelligence and Security information related to BRAC or the organization's mission to other organizational staffs or offices within and outside of the organization as directed and approved by the Government.
- Assist the Government with required Intelligence and Security staff administrative procedures for creating, storing, recording, routing, and maintaining of briefings, reports, and other documents in both electronic and paper forms as required to support the organization's mission or to support the organization's implementation of BRAC.
- Conduct training on the organization's automated and manual Intelligence and Security processes, systems and procedures as required for the purpose of increasing the proficiency of the organization's new federal civilian employees and military servicemembers on those processes, systems and procedures.
- Conduct Intelligence and Security research using automated and manual processes, systems, and procedures to provide Intelligence and Security information to the organization that support the organization's decision-making processes related to BRAC or the organization's mission.

4.3 Task Area 3: Operations and Training Support

Provide interim, short-term mission critical organizational Operations and Training Support services during and after the BRAC transition that include but are not limited to the following:

- Assist the Government analyze the issues and implications the organization's relocation to the new BRAC installation will have on the organization's Operations and Training plans; information provided has the potential for eventual presentation to the organization's commander/director or higher headquarters.
- Assist the Government by providing information on matters pertaining to Operations and Training plans that support the organization's mission during the BRAC transition; information provided has the potential for eventual presentation to the organization's commander/director and includes Operations and Training related mission planning

information and documentation, assisting with Operations and Training staff budget development, and the development of Operations and Training related reports and briefings.

- Assist the Government in monitoring the execution of the organizational commander's/director's decisions and policies concerning current and planned Operations and Training during the BRAC transition or related to the organization's mission.
- Assist the Government in conducting assessments of the impacts of BRAC on the Operations and Training functions of the organization and the implications of those impacts; assist the Government develop mitigation plans to overcome shortfalls or weaknesses identified in the assessments.
- Provide staff coordination within and outside of the organization on all Operations and Training matters related to BRAC or the organization's mission; process, analyze and disseminate Operations and Training information related to BRAC or the organization's mission to other organizational staffs or offices within and outside of the organization as directed and approved by the Government.
- Assist the Government with required Operations and Training staff administrative procedures for creating, storing, recording, routing, and maintaining of briefings, reports, and other documents in both electronic and paper forms as required to support the organization's mission or to support the organization's implementation of BRAC.
- Conduct training on the organization's automated and manual Operations and Training processes, systems and procedures as required for the purpose of increasing the proficiency of the organization's new federal civilian employees and military servicemembers on those Operations and Training processes, systems and procedures.
- Conduct Operations and Training research using automated and manual processes, systems, and procedures to provide Operations and Training information to the organization that support the organization's decision-making processes related to BRAC or the organization's mission.

4.4 Task Area 4: Logistics Support

Provide interim, short-term mission critical Logistics Support services during and after the BRAC transition that include but are not limited to the following:

- Assist the Government by providing information on matters pertaining to Logistics plans and operations that support the organization's relocation to the new BRAC installation (Implementation Support); information provided has the potential for eventual presentation to the organization's commander/director and includes BRAC planning information and documentation, assisting with staff budget development associated with BRAC, BRAC milestone development, BRAC milestone tracking and BRAC-related briefing support for Logistics issues.
- Assist the Government by providing information on matters pertaining to Logistics plans and operations that support the organization's mission during the BRAC transition (Mission support); information provided has the potential for eventual presentation to the organization's commander/director and includes Logistics related mission planning

information and documentation, assisting with Logistics staff budget development, and the development of Logistics related reports and briefings.

- Assist the Government in monitoring the execution of the organizational commander's/director's decisions and policies on Logistics matters related to BRAC or related to the organization's mission.
- Assist the Government in conducting assessments of the impacts of BRAC on the Logistics functions of the organization and the implications of those impacts; assist the Government develop mitigation plans to overcome shortfalls or weaknesses identified in the assessments.
- Provide staff coordination within and outside of the organization on all logistical matters related to BRAC or the organization's mission; process, analyze and disseminate logistical information related to BRAC or the organization's mission to other organizational staffs or offices within and outside of the organization as directed and approved by the Government.
- Assist the Government with required logistical staff administrative procedures for creating, storing, recording, routing, and maintaining of briefings, reports, and other documents in both electronic and paper forms as required to support the organization's mission or to support the organization's implementation of BRAC.
- Conduct training on the organization's automated and manual logistical processes, systems and procedures as required for the purpose of increasing the proficiency of the organization's new federal civilian employees and military servicemembers on those logistical processes, systems and procedures.
- Conduct logistical research using automated and manual processes, systems, and procedures to provide logistical information to the organization that support the organization's decision-making processes related to BRAC or the organization's mission.

4.5 Task Area 5: Civil Military Operations and Host Nation Planning

Provide interim, short-term mission critical Civil Military Operations and Host Nation Planning services during and after the BRAC transition that include but are not limited to the following:

- Assist the Government by providing information on matters pertaining to Civil Military Operations and Host Nation Support plans and operations that support the organization's relocation to the new BRAC installation (Implementation Support); information provided has the potential for eventual presentation to the organization's commander/director and includes BRAC planning information and documentation, assisting with staff budget development associated with BRAC, BRAC milestone development, BRAC milestone tracking and BRAC-related briefing support for Civil Military Operations and Host Nation Support issues.
- Assist the Government by providing information on matters pertaining to Civil Military Operations and Host Nation Support plans and operations that support the organization's mission during the BRAC transition (Mission support); information provided has the potential for eventual presentation to the organization's commander/director and includes Civil Military Operations and Host Nation Support related mission planning information and documentation, assisting with Civil Military Operations and Host Nation Support staff budget development, and the development of Civil Military Operations and Host Nation Support related reports and briefings.

- Assist the Government in monitoring the execution of the organizational commander's/director's decisions and policies on Civil Military Operations and Host Nation Support matters related to the organization's mission.
- Assist the Government in conducting assessments of the impacts of BRAC on the Civil Military Operations and Host Nation Support functions of the organization and the implications of those impacts; assist the Government develop mitigation plans to overcome shortfalls or weaknesses identified in the assessments.
- Provide staff coordination within and outside of the organization on all Civil Military Operations and Host Nation Support matters related to BRAC or the organization's mission; process, analyze and disseminate Civil Military Operations and Host Nation Support information related to BRAC or the organization's mission to other organizational staffs or offices within and outside of the organization as directed and approved by the Government.
- Assist the Government with required Civil Military Operations and Host Nation Support staff administrative procedures for creating, storing, recording, routing, and maintaining of briefings, reports, and other documents in both electronic and paper forms as required to support the organization's mission or to support the organization's implementation of BRAC.
- Conduct training on the organization's automated and manual Civil Military Operations and Host Nation Support related processes, systems and procedures as required for the purpose of increasing the proficiency of the organization's new federal civilian employees and military servicemembers on those Civil Military Operations and Host Nation Support processes, systems and procedures.
- Conduct Civil Military Operations and Host Nation Support related research using automated and manual processes, systems, and procedures to provide Civil Military Operations and Host Nation Support information to the organization that support the organization's decision-making processes related to BRAC or the organization's mission.

4.6 Task Area 6: Communications, Electronics and Information Technology

Provide interim, short-term mission critical Communications, Electronics and Information Technology services during and after the BRAC transition that include but are not limited to the following:

- Assist the Government by providing information on matters pertaining to Communications, Electronics and Information Technology plans and operations that support the organization's relocation to the new BRAC installation (Implementation Support); information provided has the potential for eventual presentation to the organization's commander/director and includes BRAC planning information and documentation, assisting with staff budget development associated with BRAC, BRAC milestone development, BRAC milestone tracking and BRAC-related briefing support for Communications, Electronics and Information Technology issues.
- Assist the Government by providing information on matters pertaining to Communications, Electronics and Information Technology plans and operations that support the organization's mission during the BRAC transition (Mission support); information provided has the potential for eventual presentation to the organization's commander/director and includes Communications, Electronics and Information

Technology related mission planning information and documentation, assisting with Communications, Electronics and Information Technology staff budget development, and the development of Communications, Electronics and Information Technology related reports and briefings.

- Assist the Government in monitoring the execution of the organizational commander's/director's decisions and policies on Communications, Electronics and Information Technology matters related to BRAC or related to the organization's mission.
- Assist the Government in conducting assessments of the impacts of BRAC on the Communications, Electronics and Information Technology functions of the organization and the implications of those impacts; assist the Government develop mitigation plans to overcome shortfalls or weaknesses identified in the assessments.
- Provide staff coordination within and outside of the organization on all Communications, Electronics and Information Technology matters related to BRAC or the organization's mission; process, analyze and disseminate Communications, Electronics and Information Technology information related to BRAC or the organization's mission to other organizational staffs or offices within and outside of the organization as directed and approved by the Government.
- Assist the Government with required Communications, Electronics and Information Technology staff administrative procedures for creating, storing, recording, routing, and maintaining of briefings, reports, and other documents in both electronic and paper forms as required to support the organization's mission or to support the organization's implementation of BRAC.
- Conduct training on the organization's Communications, Electronics and Information Technology processes, systems and procedures as required for the purpose of increasing the proficiency of the organization's new federal civilian employees and military servicemembers on those Communications, Electronics and Information Technology processes, systems and procedures.
- Conduct Communications, Electronics and Information Technology related research to provide Communications, Electronics and Information Technology information to the organization that support the organization's decision-making processes related to BRAC or the organization's mission.

4.7 Task Area 7: Construction Planning and Management

Provide interim, short-term mission critical Construction Planning and Management services during and after the BRAC transition. Includes tracking plans for new construction to include schedules and milestones, tracking adherence to BRAC construction directives, tracking construction funding and project tracking; includes tracking status of National Environmental Policy Act (NEPA) actions. (Note: this does not include the execution of the Environmental Impact Statements or other similar documentation.). It also includes, but are not limited to the following:

- Assist the Government by providing information on matters pertaining to Construction Planning and Management plans and operations that support the organization's relocation to the new BRAC installation (Implementation Support); information provided has the

potential for eventual presentation to the organization's commander/director and includes BRAC planning information and documentation, assisting with staff budget development associated with BRAC, BRAC milestone development, BRAC milestone tracking and BRAC-related briefing support for Construction Planning and Management issues.

- Assist the Government by providing information on matters pertaining to Construction Planning and Management plans and operations that support the organization's mission during the BRAC transition (Mission support); information provided has the potential for eventual presentation to the organization's commander/director and includes Construction Planning and Management related mission planning information and documentation, assisting with Construction Planning and Management staff budget development, and the development of Construction Planning and Management related reports and briefings.
- Assist the Government in monitoring the execution of the organizational commander's/director's decisions and policies on Construction Planning and Management matters related to BRAC or related to the organization's mission.
- Assist the Government in conducting assessments of the impacts of BRAC on the Construction Planning and Management functions of the organization and the implications of those impacts; assist the Government develop mitigation plans to overcome shortfalls or weaknesses identified in the assessments.
- Provide staff coordination within and outside of the organization on all Construction Planning and Management matters related to BRAC or the organization's mission; process, analyze and disseminate Construction Planning and Management information related to BRAC or the organization's mission to other organizational staffs or offices within and outside of the organization as directed and approved by the Government.
- Assist the Government with required Construction Planning and Management staff administrative procedures for creating, storing, recording, routing, and maintaining of briefings, reports, and other documents in both electronic and paper forms as required to support the organization's mission or to support the organization's implementation of BRAC.
- Conduct training on the organization's automated and manual Construction Planning and Management processes, systems and procedures as required for the purpose of increasing the proficiency of the organization's new federal civilian employees and military servicemembers on those Construction Planning and Management processes, systems and procedures.
- Conduct Construction Planning and Management research using automated and manual processes, systems, and procedures to provide Construction Planning and Management information to the organization that support the organization's decision-making processes related to BRAC or the organization's mission.

4.8 Task Area 8: Resource Management and Finance

Provide interim, short-term mission critical Resource Management and Finance services during and after the BRAC transition that include but are not limited to the following:

- Assist the Government by providing information on matters pertaining to Resource Management and Finance plans and operations that support the organization's relocation

to the new BRAC installation (Implementation Support); information provided has the potential for eventual presentation to the organization's commander/director and includes BRAC planning information and documentation, assisting with staff budget development associated with BRAC, BRAC milestone development, BRAC milestone tracking and BRAC-related briefing support for Resource Management and Finance issues.

- Assist the Government by providing information on matters pertaining to Resource Management and Finance plans and operations that support the organization's mission during the BRAC transition (Mission support); information provided has the potential for eventual presentation to the organization's commander/director and includes Resource Management and Finance related mission planning information and documentation, assisting with Resource Management and Finance staff budget development, and the development of Resource Management and Finance related reports and briefings.
- Assist the Government in monitoring the execution of the organizational commander's/director's decisions and policies on Resource Management and Finance matters related to BRAC or related to the organization's mission.
- Assist the Government in conducting assessments of the impacts of BRAC on the Resource Management and Finance functions of the organization and the implications of those impacts; assist the Government develop mitigation plans to overcome shortfalls or weaknesses identified in the assessments.
- Provide staff coordination within and outside of the organization on all Resource Management and Finance matters related to BRAC or the organization's mission; process, analyze and disseminate Resource Management and Finance information related to BRAC or the organization's mission to other organizational staffs or offices within and outside of the organization as directed and approved by the Government.
- Assist the Government with required Resource Management and Finance staff administrative procedures for creating, storing, recording, routing, and maintaining of briefings, reports, and other documents in both electronic and paper forms as required to support the organization's mission or to support the organization's implementation of BRAC.
- Conduct training on the organization's automated and manual Resource Management and Finance processes, systems and procedures as required for the purpose of increasing the proficiency of the organization's new federal civilian employees and military servicemembers on those Resource Management and Finance processes, systems and procedures.
- Conduct Resource Management and Finance research using automated and manual processes, systems, and procedures to provide Resource Management and Finance information to the organization that support the organization's decision-making processes related to BRAC or the organization's mission.

4.9 Task Area 9: Military Community Activities Support

Provide interim, short-term mission critical Military Community Activities Support services during and after the BRAC transition. Types of services requiring contractor assistance involve, but are not limited to, programs in the following areas:

- Army Emergency Relief program
- Army Family Action Plan program

- Exceptional Family Member program
- Employment services
- Family Advocacy Program
- Family Readiness Group / Army Family Team Building Support
- Financial Readiness services
- Mobilization and Readiness support
- Relocation services
- Leisure activity support

Other services include but are not limited to the following:

- Assist the Government by providing information on matters pertaining to Military Community Activities Support plans and operations that support the organization's relocation to the new BRAC installation; information provided has the potential for eventual presentation to the organization's commander/director and includes BRAC planning information and documentation, assisting with staff budget development associated with BRAC, BRAC milestone development, BRAC milestone tracking and BRAC-related briefing support for Military Community Activities Support issues.
- Assist the Government in monitoring the execution of the organizational commander's/director's decisions and policies on Military Community Activities Support matters related to BRAC or related to the organization's mission.
- Assist the Government in conducting assessments of the impacts of BRAC on the Military Community Activities Support functions of the organization and the implications of those impacts; assist the Government develop mitigation plans to overcome shortfalls or weaknesses identified in the assessments.
- Provide staff coordination within and outside of the organization on all Military Community Activities Support matters related to BRAC or the organization's mission; process, analyze and disseminate Military Community Activities Support information related to BRAC or the organization's mission to other organizational staffs or offices within and outside of the organization as directed and approved by the Government.
- Assist the Government with required Military Community Activities Support staff administrative procedures for creating, storing, recording, routing, and maintaining of briefings, reports, and other documents in both electronic and paper forms as required to support the organization's mission or to support the organization's implementation of BRAC.
- Conduct training on the organization's Military Community Activities Support processes, systems and procedures as required for the purpose of increasing the proficiency of the organization's new federal civilian employees and military servicemembers on those Military Community Activities Support processes, systems and procedures.

4.10 Task Area 10: Public Affairs/Relations

Provide interim, short-term mission critical Public Affairs/Relations services during and after the BRAC transition that include but are not limited to the following:

- Assist the Government by providing information on matters pertaining to Public Affairs/Relations plans and operations that support the organization's relocation to the new BRAC installation (Implementation Support); information provided has the potential

for eventual presentation to the organization's commander/director and includes BRAC planning information and documentation, assisting with staff budget development associated with BRAC, BRAC milestone development, BRAC milestone tracking and BRAC-related briefing support for Public Affairs/Relations issues.

- Assist the Government by providing information on matters pertaining to Public Affairs/Relations plans and operations that support the organization's mission during the BRAC transition (Mission support); information provided has the potential for eventual presentation to the organization's commander/director and includes Public Affairs/Relations related mission planning information and documentation, assisting with Public Affairs/Relations staff budget development, and the development of Public Affairs/Relations related reports and briefings.
- Assist the Government in monitoring the execution of the organizational commander's/director's decisions and policies on Public Affairs/Relations matters related to BRAC or related to the organization's mission.
- Assist the Government in conducting assessments of the impacts of BRAC on the Public Affairs/Relations functions of the organization and the implications of those impacts; assist the Government develop mitigation plans to overcome shortfalls or weaknesses identified in the assessments.
- Provide staff coordination within and outside of the organization on all Public Affairs/Relations matters related to BRAC or the organization's mission; process, analyze and disseminate Public Affairs/Relations information related to BRAC or the organization's mission to other organizational staffs or offices within and outside of the organization as directed and approved by the Government.
- Assist the Government with required Public Affairs/Relations staff administrative procedures for creating, storing, recording, routing, and maintaining of briefings, reports, and other documents in both electronic and paper forms as required to support the organization's mission or to support the organization's implementation of BRAC.
- Conduct training on the organization's automated and manual Public Affairs/Relations processes, systems and procedures as required for the purpose of increasing the proficiency of the organization's new federal civilian employees and military servicemembers on those Public Affairs/Relations processes, systems and procedures.
- Conduct Public Affairs/Relations research using automated and manual processes, systems, and procedures to provide Public Affairs/Relations information to the organization that support the organization's decision-making processes related to BRAC or the organization's mission.

4.11 Task Area 11: Organization-wide Management Support for BRAC Implementation

Provide assistance to the Government to analyze and combine information from the various activities within and outside the organization to develop the organization's overall consolidated BRAC transition plan, and to develop and track the organization's consolidated master relocation timeline. After consolidated plans and timelines are established, the contractor shall assist the Government in managing activities to execute the consolidated BRAC implementation plans. Support also includes providing briefings and reports to the organization's key personnel and decision-makers on the details of the consolidated plans, and the organization's overall status of

executing the consolidated BRAC plans and timelines. The types of consolidated organizational plans, information and reports required for assistance includes, but is not limited to, the following:

- Plans for new facilities, and new command and operational systems and status of plan execution
- Consolidated organizational budgets related to BRAC
- Total organizational mission impacts and continuity of mission implication assessments
- Personnel impact assessments and the approach to move and transfer personnel, tracking personnel during relocation, personnel movement schedule and milestones, and the civilian and military vacancy fill strategy; provide status reports on all personnel moves
- Property and equipment impact assessments and the approach to move and transfer property and equipment, and the tracking of equipment during the move; provide status reports on all movements and transfers
- Property disposal plans to include schedules and milestones, and approach for caretaker, partial closure, or establishment of enclaves; provide status reports on disposal plans
- Reports on all interchanges and issues with Congressional, state, and local authorities and representatives

5. LIMITATIONS

The contract is limited to providing staff augmentation services for functions that are under the predominant NAICS code of 541330 “Military and Aerospace Equipment and Military Equipment.” In an effort to further define the scope of the staff augmentation requirements, certain services are excluded from this requirement. The exclusions are categorized as Performance Exclusions and Inherently Governmental Exclusions. Performance Exclusions are services that are excluded which violate the intent of the proposed acquisition in terms of time (i.e., the requirement is not temporary and short-term), purpose (i.e., fulfilling organization staffing shortages caused or related to implementing BRAC), or causes an Organizational Conflict of Interest. Inherently Governmental Exclusions are those services that violate functions listed in FAR 7.503 and are functions that shall only be performed by Government employees.

The Performance Exclusions are services that are:

- Not directly related or caused by the organization’s obligation to implement BRAC.
- Organizational mission support services that are currently satisfied by a long-term contract arrangement or satisfied by a planned long-term contract arrangement.
- Organizational mission requirements subject to a current or planned A-76 initiative.
- Organizational mission support for personnel losses not directly caused by BRAC.
- Operational support services whereby contractor support is acquired to operate and/or maintain equipment and facilities.

- Replacement or augmentation of existing contractor support awarded to satisfy sustained (non-temporary and long-term) mission support requirements.
- Facilities support to modify, upgrade or decommission facilities.
- Performing Quality Assurance or other surveillance of another contractor's work or work products
- Acquisition of equipment and materials
- Acquisition or contract specialists, to include close-out or pre-award specialists
- Transportation of personnel or equipment from closing installation to gaining installation and for transportation from gaining installation to closing installation. (Only transportation incidental to providing services will be allowed).

The Inherently Governmental Exclusions are services that include, but are not limited to, services that involve:

- Direct conduct of criminal investigations.
- Determining agency policy, and determining Federal program priorities for budget requests.
- Direction and control of Federal employees.
- Direction and control of intelligence and counter-intelligence operations.
- Selection or non-selection of individuals for Federal Government employment
- Approving of position descriptions and performance standards for Federal employees.
- The direct determination of what Government property is to be disposed of and on what terms
- Awarding / Administering contracts or disbursing or collecting public funds

6. TERM

The contract will be an Indefinite Delivery / Indefinite Quantity (ID/IQ) contract with an ordering period of 5 years. The period of performance on all task orders issued under this ID/IQ contract will end on the last day of the 5-year ordering period (see also in this respect FAR 52.216-18, Ordering included in the basic contract).

7. PERSONNEL QUALIFICATIONS AND SPECIAL SUPPORT REQUIREMENTS SECURITY

Qualification requirements, to include security clearances will be specified on each individual task order.

APPENDIX A

BRAC Closure List

Below is a table of installations scheduled for either a closure, a major re-alignment, or is part of the Army's restructuring for implementing the DoD Integrated Global Presence and Basing Strategy (IGPBS)

Riverbank Army Ammunition Plant, CA	Closing installation
Newport Chemical Depot, IN	Closing installation
Kansas Army Ammunition Plant, KS	Closing installation
Miss. Army Ammunition Plant, MS	Closing installation
Umatilla Chemical Depot, OR	Closing installation
Lone Star Army Ammunition Plant, TX	Closing installation
McCoy, WI	IGPBS
Jackson, SC	IGPBS
Deseret Chemical Depot, UT	Closing installation
Selfridge Army Activity, MI	Closing installation
Adelphi Lab, MD	IGPBS
Corpus Christi Depot, TX	IGPBS
Campbell, KY	IGPBS
Dix, NJ	IGPBS
Huachuca, AZ	IGPBS
Leonard Wood, MO	IGPBS
Lewis, WA	IGPBS
Soldier Systems Center Natick, MA	IGPBS
Tobyhanna Army Depot, PA	IGPBS
White Sands Missile Range, NM	IGPBS
Bailey Crossroads Lease Site, VA	IGPBS
Lima Tank Plant, OH	IGPBS
Sierra Army Depot, CA	IGPBS
Watervliet Arsenal, NY	IGPBS
Gillem/McPherson, GA	Closing installation
Monmouth, NJ	Closing installation
Monroe, VA	Closing installation
Bragg, NC	IGPBS
Bliss, TX	IGPBS
Riley, KS	IGPBS
Sill, OK	IGPBS
Army Reserve Personnel Center, St. Louis, MO	IGPBS
Hood, TX	IGPBS
Benning, GA	IGPBS
Belvoir, VA	IGPBS

All data contained herein is for information purposes only, and is subject to change. In the event of discrepancy between the information shown on this document and the actual solicitation documents, the actual solicitation documents and amendments thereto shall govern

Sam Houston, TX	IGPBS
Carson, CO	IGPBS
Lee, VA	IGPBS
Redstone Arsenal, AL	IGPBS
Knox, KY	Major Re-align
Rock Island Arsenal, IL	Major Re-align
Eustis, VA	Major Re-align
Red River Army Depot, TX	Major Re-align
Aberdeen Proving Ground, MD	IGPBS
Anniston Army Depot, AL	IGPBS
Detroit Arsenal, MI	IGPBS
Rucker, AL	IGPBS
Meade, MD	IGPBS

More information concerning Base Re-alignment and Closure can be found on the following web-sites:

<http://www.hqda.army.mil/acsim/brac/braco.htm>

<http://www.brac.gov/>

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Appendix B, Recommended Labor Categories

Labor Category	Exempt or Non-exempt	Equivalent GS pay wage group (For information Purposes Only; Not a Wage Determination)	Occupation Code (as stated in the Wage Determination of Service Contract Act)
Program Manager	Exempt	GS-15	N/A
Project Manager	Exempt	GS-15	N/A
Senior Technical Consultant	Exempt	GS-14	N/A
Senior Functional Area Expert	Exempt	GS-13	N/A
Mid-level Functional Area Expert	Exempt	GS-12	N/A
Junior Functional Area Expert	Exempt	GS-11	N/A
Staff Planner	Exempt	GS-11	N/A
Technical Specialist/Trainer	Exempt	GS-9	N/A
General Clerk IV *	Non-Exempt	N/A	01118
Computer Operator V *	Non-exempt	N/A	03045

** contractors must propose their desired geographical location as the basis for the wage determination used for 'cap' rates for non-exempt labor categories.*